

Formerly Literacy Council of Northern Virginia

Job Title: Grant Writer
Hours: Part-time (15 hours/week)
Reports to: Senior Director of Advancement
Purpose: To research and identify potential grant opportunities, write grant proposals, and manage the grant application process to include reporting to grantor. To strengthen relationships between grantors and EEC.

Summary:

The mission of the English Empowerment Center (EEC) is to teach adults the basic skills of reading, writing, speaking, and understanding English so they can access employment and educational opportunities and more fully and equitably participate in the community. EEC serves 1500 learners from 90 different countries who speak over 60 different languages annually.

Responsibilities:

1. Research and identify potential grant opportunities
2. Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and setting out strategy.
2. Write and submit grant proposals to foundations, corporations, community groups, and government agencies
3. Manage the grant application process, including tracking deadlines and submitting all required documentation
4. Work collaboratively with our development team to create compelling proposals that align with EEC's mission and programs
5. Maintain accurate records of grant proposals, submissions, and outcomes
6. Develop and maintain relationships with funders and grant-making organizations

Qualifications

1. Education: Bachelor's degree
2. Experience: Two years professional, with a strong background in foundation, corporate and government grant writing
3. Exceptional attention to detail, superior written and verbal communication skills
4. Ability to interpret and present complex information in a clear and concise manner
5. Strong attention to detail and ability to meet tight deadlines
6. Knowledge of the non-profit sector and understanding of fundraising best practices
7. Ability to work independently and as part of a team.
8. Committed to EEC's mission and endorses AFP's Code of Ethics and Donor Bill of Rights.

EEC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability.